



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON DC

MEMORANDUM FOR ALMAJCOM/CE  
HQ USAFA/CE

27 NOV 2000

FROM: AF/ILE  
1260 Air Force Pentagon  
Washington DC 20330-1260

SUBJECT: Civil Engineer Executive Assessment Board (EAB)

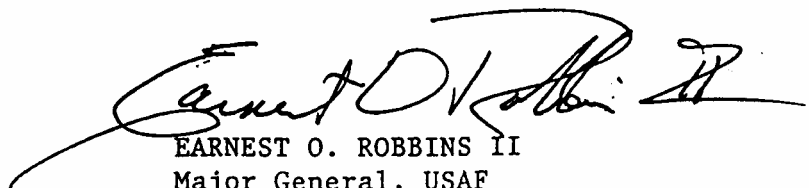
As you know, our civilian career program has been testing a process to better prepare our more senior civilians for selection to high-grade positions. The testing process is complete and the team has briefed me, along with AF/DP and AF/IL senior executives. We have approved the process for implementation, and at least three other career programs are adopting EABs similar to what we have developed and tested for the past six months. We also expect other career programs will follow suit and adopt an EAB process over the next two years.

We are starting the program slowly, ensuring that those eligible for GS-15 positions are screened first, followed by those eligible for GS-14 positions. We won't start the EAB process for those who can qualify for GS-13 positions until after a complete cycle of GS-15 and GS-14 EABs is conducted. Not only will civilian members of your staff be interviewed as part of the boarding process, but also senior military members of your staff will be requested to sit on EABs and act as proctors. Besides the obvious impact of time to prepare and conduct the EABs, some TDY resources will be required. Our testing of the process has shown that interviews conducted by VTC or telephone are comparable to those interviews conducted in person. We will strive to minimize TDY cost impacts to your organizations; however, central TDY funding is not available.

The next steps include the development of a communications plan and necessary training documentation in the form of a CD-ROM or a web-based training mechanism. We are also discussing with AFIT a special one-time distance learning short-course. Your senior civilians have been working with us on this important initiative; if you have any questions they should be prepared to answer them.

I appreciate your support as we implement this important civilian development effort.

HQ AFCESA/CC  
HQ AFCEE/CD

  
EARNEST O. ROBBINS II  
Major General, USAF  
The Civil Engineer  
DCS/Installations & Logistics